

CLERK OF THE CIRCUIT COURT
PINELLAS COUNTY, FLORIDA
CHECKLIST FOR OBTAINING CHILD SUPPORT ORDERS

Does your order include the following:

- _____ The Obligor's name, address, social security number, place of employment and any other sources of income. (Person who will pay support)
- _____ The Obligee's name, address and social security number. (Person who will receive support)
- _____ The child(ren)'s name, social security number and birthdate.
- _____ Emancipation information:
 - Child(ren)'s Birthdate
 - Date of High School Graduation Per FS 743.7(2) (if support is to continue beyond age 18)
 - If payment is per child, does the order clearly instruct the amount of money due for each child and/or that support is equally allocated? (the verbiage the Clerk looks for is **equally allocated** or **\$ amount assigned for each child**)
- _____ Does the order have a start date? Do all documents have the same start date?
- _____ If the Clerk's accounting is not to begin until the 1st payment is received from the Income Deduction Order, has that been clearly stated?
- _____ Does the payment frequency listed in the order match the Obligor's payroll?
- _____ Should include information concerning Clerk fees that are required with each payment Per FS 61.181 (the fees established by this section shall be set forth and included in every order of support entered, by a court of this state, which requires payment be made into the depository)

Additional Information:

- The State Disbursement Unit is a payment processing center. Court orders are updated in the Clerk's Filing Programs and are then transmitted to the State Disbursement Unit nightly.
- Parties using the State Disbursement Unit for support payments shall inform the State Disbursement Unit of changes in their names or addresses.
- The Clerk is the official record keeper
- If payment are ordered to be made through the State Disbursement Unit, Do Not pay the Obligee directly. If direct payments are made, the Clerk will need an order to credit your account.